

MINUTES OF BOARD MEETING
December 14, 2020

The meeting of the Trustees of Lane Public Library was held via video conferencing on Monday, December 14, 2020, with Trustees Mr. Ted Pickerill, Ms. Sandra Pizzano, Ms. Nancy O'Neill, Dr. Daniel Hall, Ms. Marcia Koenig, Dr. Brenda Dales and Mr. Jake Richards present.

Joseph Greenward, Director and Rob Carringer, Fiscal Officer were also in attendance.

1) The meeting was called to order by Mr. Pickerill.

2 Director and Fiscal Officer Reports

a. Director Report

We had 2 cases of COVID at the Administration Center and 1 at Fairfield over the past month. Those staff members have recovered and are doing well. We did decide to go to drive-thru only on the Friday and Saturday after Thanksgiving due to staffing shortages at multiple locations, and Hamilton has had to go down to drive-thru only on a couple other occasions. We will probably see this happen sporadically throughout the holiday season, as the COVID regulations require staff with non-COVID illnesses to stay home longer than they normally would, in addition to the continued possibility of staff having to quarantine due to exposure elsewhere.

We implemented the Fine Free policy that was approved at the November Board meeting. As part of that, we eliminated all existing late fees on patrons' accounts. In total, over 50,000 patrons had fines removed from their accounts, and 38,541 patrons' accounts were unblocked as a result. We will promote this next year as part of our push to get patrons back into the library once we get through the pandemic.

Our Winter Reading Bingo program began on December 1st and runs through the end of February. There will be new bingo cards each month with a wide variety of activities for patrons to complete like reading books from different genres, watching an online program, reading with a family member, as well as some non-library activities like donate to a food bank, take a virtual tour of a museum, etc. We will have prize drawings each month for each age group.

Sam Bieler from Spooky Nook contacted the Hamilton library for help with locating some old photos of the paper mill. Brad Spurlock worked with him to search the Cummins Collections and came up with some photos that will be used for a large mural in the new Spooky Nook facility.

b. Fiscal Officer Report

Through November 2020, our actual year-to-date total Operating Fund revenue is about \$197 thousand less than for the same period in 2019. This can be attributed to the following decreases in 2020:

- Public Library Fund	\$27k
- General Property Taxes	22k
- Patron Fines & Fees	26K
- Earnings on Investments	92k
- Miscellaneous Receipts	30k

The General Operating Fund Year-to Date expenditures through November 2020 are \$534 thousand less than for the same period in 2019. This can be attributed to the following:

- Salaries/Benefits \$10k - .3% less
- Supplies 51k - 53% less
- Purchase Services 166k - 15%less
- Materials 281k - 22% less
- Capital Outlays 17k - 14% higher
- Other 9k - 11% less

For the FY 2020, the annual Operating Fund Revenues are projected to be \$8.2 million. I estimate annual Operating Fund expenditures to be about \$6.7 million. This amount includes the \$500 thousand transferred to Capital Project Funds. For 2020, I'm estimating a Net Surplus in the General Operating Fund of about \$1.5 million.

3) All items under the consent agenda were approved upon a motion from Ms. O'Neill, seconded by Ms. Pizzano, with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of November 9, 2020 Regular Board Meeting
- b. Acceptance of the Clerk's Financial Statements for November 2020 - \$20,193,291.46
- c. Approval of Investments as of November 30, 2020 - \$15,113,004.11
(Exhibit #2020-11-01)
- d. Approval and acknowledgement of gifts received in the month of November 2020
(Exhibit #2020-11-02)
- e. Approval of staff changes for November 2020 **(Exhibit #2020-11-03)**
- f. November 2020 Statistics **(Exhibit #2020-11-04)**

4) Citizen's Input

- a. None

5) Old Business

- a. Update on Oxford Branch HVAC Controls Project

Oxford HVAC Controls upgrade continues to move forward. The initial Control system was not programmed properly. Various equipment was programmed incorrectly to the control system and some equipment wasn't even connected to the control system. Prodigy is cautiously optimistic that any equipment upgrades or repairs will be minimal. Once the Controls System update has been completed (early 2021), the specifics of the next phase will be determined.

6) New Business

a. Resolution for Health Savings Account (HSA) Employer Contributions for 2021

HEALTH SAVINGS ACCOUNT RESOLUTION
#3-2020

WHEREAS, it has been determined that Lane Public Library will continue for its full-time employees receiving medical health insurance benefits a Health Savings Account,

WHEREAS, it has been determined by the Lane Public Library Board of Trustees that the Library will provide \$750.00 for single coverage participants and \$1500 for family coverage participants for the time period January 1, 2021 through December 31, 2021;

WHEREAS, it has been determined by the Lane Public Library Board of Trustees that the Library will deposit half of the benefit for January 2021 and the other half for July 2021;

NOW THEREFORE BE IT RESOLVED, that Robert Carringer, Fiscal Officer of Lane Public Library, be authorized to execute the Health Savings Accounts for eligible Lane Library staff.

Dr. Hall moved and Ms. O'Neill seconded that Resolution #3-2020 be approved.

Roll Call Vote

Mr. Ted Pickerill	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Dr. Daniel Hall	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye

b. Transfer from General Fund to Building Maintenance Fund for 2021

RESOLUTION #4-2020 – TRANSFER OF FUNDS
GENERAL FUND TO BUILDING MAINTENANCE FUND

BE IT RESOLVED, by the Board of Trustees of Lane Public Library, Butler County, Ohio, in regular session, that by December 31, 2020, \$350,000 be transferred from the General Fund (101) to the Building Maintenance Fund (405) for future library needs.

BE IT FURTHER RESOLVED, that any resolution, rule or order in conflict with the provision of this resolution be, and by the same, hereby repealed.

Mr. Richards moved and Ms. Pizzano seconded that Resolution #4-2020 be approved.

Roll Call Vote:

Mr. Ted Pickerill	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye

Dr. Daniel Hall	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye

c. Transfer from General Fund to Capital Projects Fund for 2021

RESOLUTION #5-2020 – TRANSFER OF FUNDS

GENERAL FUND TO CAPITAL PROJECTS FUND

BE IT RESOLVED, by the Board of Trustees of Lane Public Library, Butler County, Ohio, in regular session, that by December 31, 2020, \$150,000 be transferred from the General Fund (101) to the Capital Projects Fund (401) for future library needs.

BE IT FURTHER RESOLVED, that any resolution, rule or order in conflict with the provision of this resolution be, and by the same, hereby repealed.

Ms. O'Neill moved and Ms. Koenig seconded that Resolution #5-2020 be approved.

Roll Call Vote:

Mr. Ted Pickerill	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Dr. Daniel Hall	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye

d. Appropriations Budget for 2021

Mr. Carringer presented the 2021 Appropriations Budget to the Board for their review. Total Revenues for all funds are projected to be \$8,787,460. The General Operating Fund Revenues are estimated to be \$7,857,500. Total Expenses projected for 2021 are the following:

	Appropriations Budget 2021
General Operating Fund	\$ 8,298,201
General Funds – Other	\$ 736,535
Special Revenue Funds	\$ 440,404
Capital Projects Funds	<u>\$ 600,000</u>
Total Expenses	\$ 10,075,140

RESOLUTION #6-2020 – APPROPRIATIONS

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, Butler County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, January 1, 2021 through December 31, 2021, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Operating Fund	\$ 8,298,201.00
General Special Funds	\$ 736,535.00
Special Revenue Funds	\$ 440,404.00
Capital Projects	\$ 200,000.00
Building Maintenance	<u>\$ 400,000.00</u>
TOTAL APPROPRIATIONS	\$ 10,075,140.00

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Dr. Hall moved and Ms. O'Neill seconded that Resolution #6-2020 be approved.

Roll Call Vote:

Mr. Ted Pickerill	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Dr. Daniel Hall	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye

e. Authorization to Transfer Funds between Accounts for 2021

RESOLUTION #7-2020– TRANSFERS FROM ACCOUNT TO ACCOUNT

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, in regular session assembled, that the Fiscal Officer be given authority to transfer monies between accounts without being required to submit each request to the Board of Trustees. This authority shall be given from January 1, 2021 through December 31, 2021.

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Ms. O'Neill moved and Dr. Dales seconded that Resolution #7-2020 be approved.

Roll Call Vote:

Mr. Ted Pickerill	Aye
Ms. Sandra Pizzano	Aye
Ms. Nancy O'Neill	Aye
Dr. Daniel Hall	Aye
Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye

f. Annual Salary Increase for Shelver Position

Annual wage increase for the Shelvees has been tied to the minimum wage rate (\$8.70/hour for 2020) established annually by the State of Ohio. The State of Ohio's annual adjustment to the minimum wage rate for 2021 is \$.10 per hour (\$8.80 per hour, 1.15% increase), For 2020, the Board approved an overall staff increase of about 2%. Mr. Carringer requested the Board approve a 2% increase for current shelvees..

Ms. Pizzano presented a motion to approve an increase of 2% for current Shelver employees in 2021. These changes would become effective with the pay period beginning December 25, 2020. Dr. Hall seconded the motion and all those present voted aye.

g. Adjust the Salary Range for Shelvees

The salary range for Shelver employees needs to be adjusted. The just approved Shelver pay increase for 2021 will put a couple of employees over the maximum allowed salary range for Shelvees Mr. Carringer recommends the Board set the Shelver beginning pay rate at the State of Ohio Minimum Wage rate (currently \$8.80 per hour for 2021) and the ending maximum wage rate at \$10.50 per hour.

Mr. Richards presented a motion to approve the Shelver Salary Range beginning with the State of Ohio Minimum Wage Rate and to end at the Maximum Wage Rate of \$10.50 per hour. This was seconded by Ms. O'Neill and all those present voted aye.

7) General Comments

- a. This was the last meeting for Dr. Hall as a member of the Board of Trustees of the Lane Public Libraries. Dr. Hall was thanked for his diligent service to the Libraries over the last seven years.
- b. The meeting was adjourned at 4:30 p.m. on a motion from Ms. O'Neill and seconded by Ms. Koenig. All members present voted aye.
- c. The next regularly scheduled meeting of the Board will be held via video conferencing on Monday, January 11, 2021 at 4:00 p.m.

Respectfully submitted,

Mr. Ted Pickerill, President

Ms. Nancy O'Neill, Secretary

LPL INVESTMENTS
As of November 30, 2020

Exhibit #2020-11-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Dec 1 2020	\$ 82,125.59	30	1.40%	Dec 31 2020	\$ 94.50	12	GIFTS & MEM 110
FIRST FINANCIAL	Dec 1 2020	\$ 64,035.97	30	1.40%	Dec 31 2020	\$ 73.69	10	ARCHIVES FUND 220
FIRST FINANCIAL	Dec 1 2020	\$ 12,915.60	30	1.40%	Dec 31 2020	\$ 14.86	56	ARCHIVES 220
FIRST FINANCIAL	Dec 1 2020	\$ 38,311.28	30	1.40%	Dec 31 2020	\$ 44.08	22	FITTON FUND 130
FIRST FINANCIAL	Dec 1 2020	\$ 31,954.68	30	1.40%	Dec 31 2020	\$ 36.77	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Dec 1 2020	\$ 80,045.43	30	1.40%	Dec 31 2020	\$ 92.11	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Dec 1 2020	\$ 223,659.83	30	1.40%	Dec 31 2020	\$ 257.36	28	GENERAL FUND 101
FIRST FINANCIAL	Dec 1 2020	\$ 1,920.91	30	1.40%	Dec 31 2020	\$ 2.21	14	CALDWELL FUND 151
FIRST FINANCIAL	Dec 1 2020	\$ 10,040.08	30	1.40%	Dec 31 2020	\$ 11.55	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Dec 1 2020	\$ 209,088.14		VAR	Dec 31 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Dec 1 2020	\$ 2,315,581.74	30	2.30%	Dec 31 2020	\$ 4,377.40	21	GENERAL FUND 101
STAR OHIO PLUS	Dec 1 2020	\$ 88,975.13	30	2.30%	Dec 31 2020	\$ 168.20	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Dec 1 2020	\$ 66,773.04	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Dec 1 2020	\$ 7,539,397.10	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,073.80					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 218,816.68					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,816,289.11					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,113,004.11						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-11-02

Nov-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
	NONE				

Nov-20 STAFF CHANGES
EXHIBIT #2020-11-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
10-Nov-2020	Keely Moloney	Public Service Associate	20.0	2	1204	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
29-Oct-2020	Deborah Dallman	Public Service Associate	20.0	3	1204	OXB
31-Oct-2020	Charles Patrick	Maintenance Manager	37.5	4	1402	FFB
9-Nov-2020	Lauren Paletta	Public Service Associate	SUB	2	1202	FFB
9-Nov-2020	Lillian Hynfield	Public Service Associate	SUB	3	1204	FFB

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
2-Nov-2020	Akiko Urayama	Librarian	37.5	4	1204	OXB

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

NOVEMBER 2020 STATS SHEET

EXHIBIT #2020-11-04

PATRON USAGE	BKM	BKM 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
Print	3,720	14,801	22,195	28,527	16,686	20,553	13,631	16,774			56,232	80,655
AV	495	1,046	13,369	20,878	12,701	18,602	5,919	9,060			32,484	49,586
Media (Hoopla & Freegal)											6,704	6,850
eBooks (Ohio, Zinio & Freading)											18,687	12,972
OhioLink & SearchOhio											2,438	2,039
Total CKO's	4,215	15,847	35,564	49,405	29,387	39,155	19,550	25,834			116,545	150,063
Year To Date	68,839	130,511	328,991	578,067	259,997	419,884	184,704	283,355			1,161,295	1,656,095
Internet Sessions			1,582	3,991	1,433	3,303	385	1,175	86	1045	3,486	9,514
Internet Hours			721	3,041	714	2,660	206	1,007	42	1162	1,683	7,870
Self CKO's			9,293	20,065	4,163	12,466	3,428	9,244			16,884	41,775
Visitors			7,371	18,604	4,887	12,579	2,899	11,401	429	3679	15,586	46,263

ADULT PROGRAMS	SMITH	SMITH 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
In Library # Conducted	0	0	0	4	0	5	0	7	0	2	0	18
In Library - Attendance	0	0	0	15	0	41	0	87	0	2	0	145
Outreach # Conducted	0	0	0	0	0	0	0	0	0	0	0	0
Outreach - Attendance	0	0	0	0	0	0	0	0	0	0	0	0
TEEN PROGRAMS												
In Library # Conducted	0	0	0	5	0	3	0	3	0	2	0	13
In Library - Attendance	0	0	0	151	0	24	0	6	0	10	0	191
Outreach # Conducted	0	0	0	0	0	3	0	0	0	0	0	3
Outreach - Attendance	0	0	0	0	0	41	0	0	0	0	0	41
CHILDREN PROGRAMS												
In Library # Conducted	0	0	0	24	0	2	0	22	0	0	0	48
In Library - Attendance	0	0	0	505	0	349	0	440	0	0	0	1294
Outreach # Conducted	0	0	0	2	0	3	0	7	0	0	0	12
Outreach - Attendance	0	0	0	100	0	183	0	123	0	0	0	406